

Technical Branch
Inspectional Group
Mechanical Series

MECHANICAL INSPECTOR SUPERVISOR*

04/87

CHARACTERISTICS OF THE CLASS:

Under general supervision, supervises, coordinates and evaluates the work of the City's mechanical inspectors; inspects construction projects to assure conformance with mechanical codes and regulations; performs related duties as required.

EXAMPLES OF DUTIES:

Plans, assigns, supervises and coordinates the work of subordinate personnel; reviews the work of mechanical inspectors to assure quality and uniformity of inspections; conducts and participates in training sessions; maintains records and prepares reports.

Conducts on-site inspections at various stages of construction to assure conformance with mechanical codes and regulations; monitors construction of major projects; issues notices of violations and work stoppage for non-compliance with codes and regulations; assures construction adheres to approved plans; investigates and answers complaints.

Keeps abreast of and interprets codes, regulations and departmental policy and advises contractors, engineers, architects, the public and other inspectors; examines drawings and specifications for conformance with mechanical codes and related regulations; issues permits to contractors; contacts contractors to explain changes in codes and regulations; testifies in court.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from high school or G.E.D., and two years mechanical inspection experience at the level of a Mechanical Inspector; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the principles of heating, refrigeration, ventilating and air conditioning systems; considerable knowledge of the mechanical codes and related regulations; considerable knowledge of the methods and materials of the mechanical trade; considerable knowledge of the defects and hazards of mechanical installation and equipment.

Ability to identify defects and hazards associated with mechanical installation and equipment; ability to recognize deviations from approved plans; ability to objectively interpret code requirements; ability to enforce the mechanical codes with firmness, tact and impartiality; ability to supervise, train and evaluate assigned personnel; ability to exercise good judgment and make sound decisions; ability to establish and maintain effective working relationships with fellow employees, contractors, officials and the general public; ability to express oneself clearly and concisely, both orally and in writing; ability to maintain logs and records and prepare reports.

Physical Requirements: Mobility within an office and construction site environment; able to climb stairs and ladders; operate a motor vehicle through City traffic.

Licenses and Certificates: Texas Class "C" Driver's License; Class "A" Mechanic's License or a Class "A" Contractor's License; ICBO/SBCCI Certification preferred.

* Mechanical Inspectors are authorized to issue citations for violations of applicable City of El Paso Building Codes.

Director of Personnel

Department Head